

**APPROVED**

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
SPECIAL CONFERENCE COMMITTEE  
August 31, 2010**

**TIME AND PLACE:** The meeting of the Special Conference Committee of the Board of Long-Term Care Administrators was convened at 10:05 a.m., on August 31, 2010, at the Department of Health Professions, 9960 Mayland Drive, Suite 201, Richmond, Virginia, in Training Room 2.

**MEMBERS PRESENT:** Ted LeNeave, NHA, Chairperson (Clark, Shelley & Walton)  
Martha Hunt, ALFA, Chairperson (Johnson & Greene)  
Kathleen Fletcher, MSN

**STAFF PRESENT:** Kathy Truesdale, Discipline Operations Manager

**OTHERS PRESENT:** Anne Joseph, Deputy Director, Administrative Proceedings Division  
David Kazzie, Adjudication Specialist  
Don McHale, Care Virginia Management  
Toni Parks

**CONFERENCES  
SCHEDULED:**

**Kimberly Clark, NHA License # 1701-001070**

Ms. Clark appeared, accompanied by attorney, Martin Donlan of Williams Mullen.

The Committee reviewed the allegations in the notice of informal with Ms. Clark that she may have violated the laws and/or regulations governing the practice of long-term care administrators.

**CLOSED MEETING:**

Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 11:32 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Clark. Additionally, Ms. Fletcher moved that Ms. Truesdale, Mr. Kazzie and Ms. Joseph attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.

The motion was seconded and carried unanimously.

**RECONVENTION:**

The Committee reconvened in open session at 11:45 A.M.

Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

The motion was seconded and carried unanimously.

**ACTION:** Mr. LeNeave moved to close the case and impose no sanction due to insufficient evidence of a violation of the Board of Long-Term Care Administrators regulations.  
The motion was seconded and carried unanimously.

**CONFERENCES  
SCHEDULED:** **Richard Shelley, NHA License # 1701-001662**  
Mr. Shelley appeared.

The Committee reviewed the allegations in the notice of informal with Mr. Shelley that he may have violated the laws and/or regulations governing the practice of long-term care administrators.

**CLOSED MEETING:** Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 12:13 p.m. for the purpose of deliberation to reach a decision in the matter of Mr. Shelley. Additionally, Ms. Fletcher moved that Ms. Truesdale, Mr. Kazzie and Ms. Joseph attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.  
The motion was seconded and carried unanimously.

**RECONVENTION:** The Committee reconvened in open session at 12:26 p.m.

Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.  
The motion was seconded and carried unanimously.

**ACTION:** Mr. LeNeave moved to issue an Order of reprimand to Richard Shelley and impose eight (8) hours of continuing education to be completed within 90 days of entry of the order. The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Mr. Shelley unless a written request to the Board for a formal hearing on the allegations made against her is received from Mr. Shelley within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

**CONFERENCES  
SCHEDULED:** **Heather Walton, ALFA License # 1706-000516**  
Ms. Walton appeared, accompanied by her friend, Toni Parks.

The Committee reviewed the allegations in the notice of informal with Ms. Walton that she may have violated the laws and/or regulations governing the practice of long-term care administrators.

CLOSED MEETING: Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 1:50 p.m. for the purpose of deliberation to reach a decision in the matter of Ms. Walton. Additionally, Ms. Fletcher moved that Ms. Truesdale, Mr. Kazzie and Ms. Joseph attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION: The Committee reconvened in open session at 2:17 p.m.

Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and carried unanimously.

ACTION: Mr. LeNeave moved to issue an Order placing Heather Walton on probation for not less than two years with terms and conditions. The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Walton unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Walton within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

Ms. Hunt entered the role of Chair for the following conference. Mr. LeNeave's case had concluded and was not present for the next case.

CONFERENCES  
SCHEDULED: **Wanda Johnson, ALFA License # 1706-000586**  
Ms. Johnson appeared.

The Committee reviewed the allegations in the notice of informal with Ms. Johnson that she may have violated the laws and/or regulations governing the practice of long-term care administrators.

CLOSED MEETING: Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 2:55 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Johnson. Additionally, Ms. Fletcher moved that Ms. Truesdale, Mr. Kazzie and Ms. Joseph attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION: The Committee reconvened in open session at 3:03 P.M.

Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and carried unanimously.

ACTION: Ms. Hunt moved to issue an Order of reprimand to Ms. Johnson. The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Johnson unless a written request to the Board for a formal hearing on the allegations made against him is received from Ms. Johnson within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

CONFERENCES  
SCHEDULED: **Corinne Greene, ALFA License # 1706-000516**  
Ms. Greene did not appear and was not represented by counsel.

CLOSED MEETING: Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 3:45 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Greene. Additionally, Ms. Fletcher moved that Ms. Truesdale, Mr. Kazzie and Ms. Joseph attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION: The Committee reconvened in open session at 4:17 P.M.

Ms. Fletcher moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and carried unanimously.

ACTION: Ms. Hunt moved to issue a Consent Order for revocation to Ms. Greene and to forward this case to a formal hearing.  
The motion was seconded and carried unanimously.

ADJOURNMENT: The Board adjourned at 4:20 P.M.

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Ted LeNeave, NHA, Chair

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Martha Hunt, ALFA, Chair

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Date

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Date

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Lisa R. Hahn, Executive Director

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Date